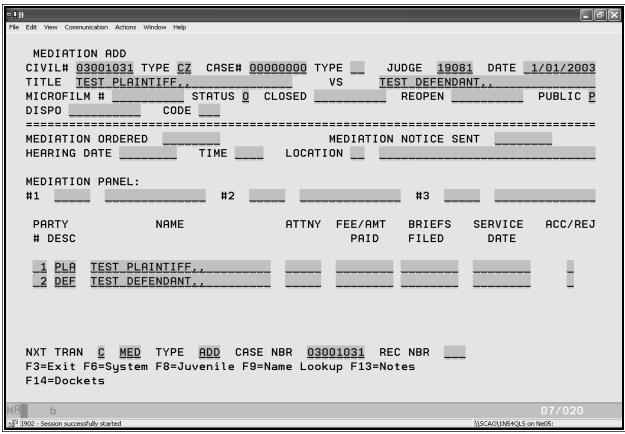# Chapter 10 - Civil Mediation - MED

Civil Mediation Screen

The civil mediation screen is used to add information about mediation between the plaintiff and defendants.. You must have security to update case information.

Accessing the Civil Mediation Screen:

```
NXT TRAN   C MED   TYPE ADD    CASE NBR   20025555   REC NBR___
```

From the Next Tran Line, enter **C** MED in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the schedule screen.

```
 B
File  Edit  View  Communication  Actions  Window  Help

   MEDIATION ADD
   CIVIL# 03001031 TYPE CZ  CASE# 00000000 TYPE __   JUDGE  19081  DATE  1/01/2003
   TITLE  TEST PLAINTIFF,,_____      VS      TEST DEFENDANT,,_____
   MICROFILM # _____ STATUS O  CLOSED _____   REOPEN _____  PUBLIC P
   DISPO _____   CODE ___
   ===============================================================================
   MEDIATION ORDERED  _____          MEDIATION NOTICE SENT  _____
   HEARING DATE _____    TIME ____   LOCATION __ _____

   MEDIATION PANEL:
   #1 _____ _____  #2 _____ _____  #3 _____ _____

    PARTY         NAME          ATTNY  FEE/AMT   BRIEFS   SERVICE   ACC/REJ
    # DESC                             PAID      FILED    DATE

    1 PLA   TEST PLAINTIFF,,_____  _____  _____ _____ _____    _
    2 DEF   TEST DEFENDANT,,_____  _____  _____ _____ _____    _




   NXT TRAN   C  MED   TYPE   ADD   CASE NBR   03001031   REC NBR   ___
   F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes
   F14=Dockets

MA    b                                                           07/020
  I902 - Session successfully started                \\SCAO\1N54QL5 on Ne05:
```

Following are the field descriptions for the Schedule Screen.

~Mediation Ordered~
Enter the date that mediation was ordered for this case.

~Mediation Notice Sent~
Enter the date that the mediation notice was sent.

~Hearing Date~
Enter the mediation hearing date.

~Time~
Enter the time of the mediation hearing.

~Location~
Enter the mediation location as entered in the file maintenance screen.

~Mediation Panel~
Enter the mediation panel's bar numers.

~Party #~
This is the party number assigned to this party by the system.

~Description~
This is a display of the parties description as entered on the header/party screen.

~Name~
This is the name of the party as entered on the header/party screen.

~Attorney~
This is a display of the parties attorney as entered on the header/party screen.

~Fee/Amount Paid~
Enter the fee or the amount paid for this party.

~Briefs Filed~
Enter the date this party filed its briefs.

~Service Date~
Enter the service date for this party.

~Accepted/Rejected~
Enter an "A" if Accepted or an "R" if Rejected.

Adding or Modifying Mediation

From the Next Tran Line, enter the following:

Adding:

NXT TRAN   C   MED   TYPE ADD   CASE NBR   20035555   REC NBR ___

Modifying:

NXT TRAN   C   MED   TYPE MOD   CASE NBR   20035555   REC NBR _1

When all information has been added, press <Enter> and the system will display the screen you have requested.

```
File  Edit  View  Communication  Actions  Window  Help

    MEDIATION ADD
    CIVIL# 03001031 TYPE CZ   CASE# 00000000 TYPE __    JUDGE  19081   DATE  1/01/2003
    TITLE  TEST PLAINTIFF,,_____      VS     TEST DEFENDANT,,_____
    MICROFILM # _____    STATUS O  CLOSED _____    REOPEN _____    PUBLIC P
    DISPO _____    CODE ___
    ================================================================================
    MEDIATION ORDERED   _____              MEDIATION NOTICE SENT   _____
    HEARING DATE _____    TIME ____    LOCATION __ _____

    MEDIATION PANEL:
    #1 _____ _____      #2 _____ _____      #3 _____ _____

       PARTY          NAME           ATTNY  FEE/AMT   BRIEFS    SERVICE   ACC/REJ
       # DESC                               PAID      FILED      DATE

       1 PLA   TEST PLAINTIFF,,_____   ____  _____ _____ _____     _
       2 DEF   TEST DEFENDANT,,_____   ____  _____ _____ _____     _




    NXT TRAN  C   MED   TYPE  ADD  CASE NBR  03001031  REC NBR  ___
    F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes
    F14=Dockets

MA    b                                                              07/020
  I902 - Session successfully started                    \\SCAO\1N54QL5 on Ne05:
```

Enter all information regarding the event and press <Enter>. The system will save the information.

Inquiring on Mediation

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number.

```
NXT TRAN   C MED   TYPE INQ    CASE NBR   00333325   REC NBR __
```

Press <Enter> and the system will display the following screen.

```
 ▫▌B                                                                    _ �🗗 X
File  Edit  View  Communication  Actions  Window  Help

   MEDIATION INQ
   CIVIL# 03001031 TYPE CZ  CASE# 00000000 TYPE __   JUDGE  19081  DATE  1/01/2003
   TITLE  TEST PLAINTIFF,,_____    VS    TEST DEFENDANT,,_____
   MICROFILM # _____ STATUS O  CLOSED _____   REOPEN _____   PUBLIC P
   DISPO _____    CODE ___
   =================================================================
   MEDIATION ORDERED   8022004             MEDIATION NOTICE SENT   8022004
   HEARING DATE  9162004    TIME 1100   LOCATION  1  test data_____

   MEDIATION PANEL:
   #1  12345   CROCKETT,GEORG  #2 _____  _____    #3 _____  _____

    PARTY            NAME          ATTNY   FEE/AMT   BRIEFS    SERVICE    ACC/REJ
    # DESC                                  PAID     FILED      DATE

    _1 PLA   TEST PLAINTIFF,,_____  _____  _____ _____  _____    _
    _2 DEF   TEST DEFENDANT,,_____  _____  _____ _____  _____    _




   NXT TRAN  C  MED  TYPE  INQ  CASE NBR  03001031  REC NBR   ___
   F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes
   F14=Dockets

 MA   b                                                              22/014
 ⌐🖳 I902 - Session successfully started                    \\SCAO\1N54QLS on Ne05:
```

Deleting Mediation

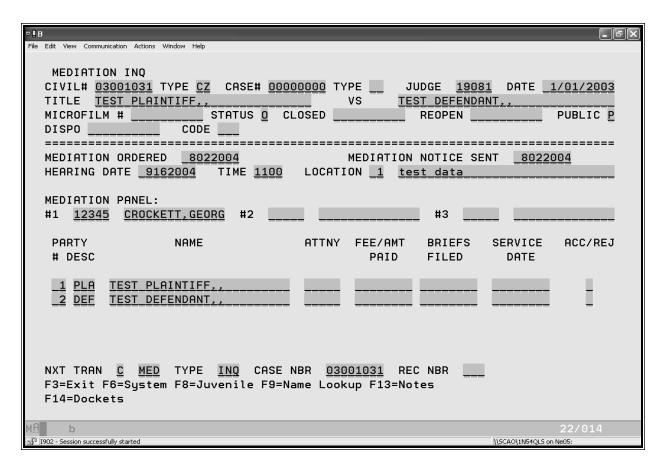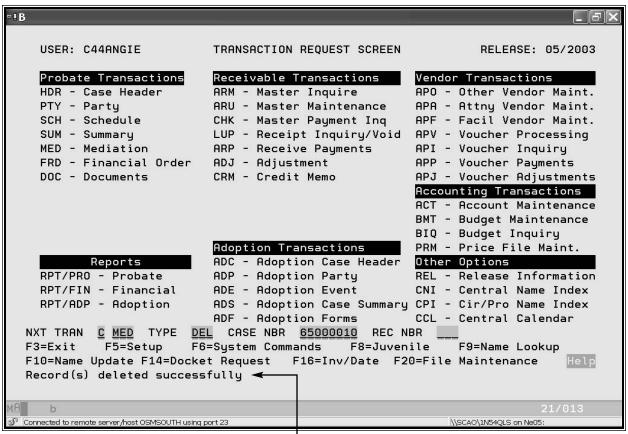From the Next Tran Line enter the following information:

```
NXT TRAN   C MED   TYPE DEL    CASE NBR   20035555   REC NBR  1
```

When all information has been added, press <Enter> and the system will delete the requested schedule.

```
USER: C44ANGIE          TRANSACTION REQUEST SCREEN          RELEASE: 05/2003

    Probate Transactions    Receivable Transactions    Vendor Transactions
    HDR - Case Header       ARM - Master Inquire       APO - Other Vendor Maint.
    PTY - Party             ARU - Master Maintenance   APA - Attny Vendor Maint.
    SCH - Schedule          CHK - Master Payment Inq   APF - Facil Vendor Maint.
    SUM - Summary           LUP - Receipt Inquiry/Void APV - Voucher Processing
    MED - Mediation         ARP - Receive Payments     API - Voucher Inquiry
    FRD - Financial Order   ADJ - Adjustment           APP - Voucher Payments
    DOC - Documents         CRM - Credit Memo          APJ - Voucher Adjustments
                                                       Accounting Transactions
                                                       ACT - Account Maintenance
                                                       BMT - Budget Maintenance
                                                       BIQ - Budget Inquiry
                            Adoption Transactions       PRM - Price File Maint.
         Reports            ADC - Adoption Case Header  Other Options
    RPT/PRO - Probate       ADP - Adoption Party        REL - Release Information
    RPT/FIN - Financial     ADE - Adoption Event        CNI - Central Name Index
    RPT/ADP - Adoption      ADS - Adoption Case Summary CPI - Cir/Pro Name Index
                            ADF - Adoption Forms        CCL - Central Calendar
    NXT TRAN  C MED  TYPE  DEL  CASE NBR  65000010  REC NBR  ___
    F3=Exit     F5=Setup    F6=System Commands     F8=Juvenile     F9=Name Lookup
    F10=Name Update F14=Docket Request    F16=Inv/Date  F20=File Maintenance  Help
    Record(s) deleted successfully  ◄──────────┐
                                                │
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:   21/013
```

The system will automatically delete the records.